

## Information available from Littlehampton Town Council under the publication scheme

Website: [littlehampton-tc.gov.uk](http://littlehampton-tc.gov.uk)

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Littlehampton Town Council Notice Boards Hard Copy – Contact Town Clerk	Free Free Free
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	As above	Free
Location of main Council office and accessibility details Littlehampton Town Council Manor House, Church Street Littlehampton, West Sussex BN17 5EW	Location Plan and Accessibility Details Available on Website	Free
Staffing structure	Website	Free

	Hard Copy – Contact Town Clerk	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form (statement of accounts) and report by auditor	Website Hard Copy – Contact Town Clerk or Responsible Financial Officer	Free 10p/sheet
Budget Summary (Finalised Budget includes Precept)	Website Hard Copy – Contact Town Clerk or Responsible Financial Officer	Free Free
Financial Standing Orders and Regulations	Website Hard Copy – Contact Responsible Financial Officer or Town Clerk	Free Free
Grants given and received	Website (Community Resources Committee Minutes) Hard Copy – Contact Town Clerk	Free Free
List of current contracts awarded and value of contract	Website (Council & Committee Minutes)	Free 10p/sheet

	Hard Copy – Contact Responsible Financial Officer or Town Clerk	
Members' allowances and expenses	Website (Council Minutes and published in Annual Report) Hard Copy – Contact Responsible Financial Officer or Town Clerk	Free  10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan (Town Plan)	Website Hard Copy – Contact Town Clerk	Free  10p/sheet
Annual Report to Town Meeting	Website Hard Copy – Contact Town Clerk	Free Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website Littlehampton Town Council Notice Boards Hard Copy – Contact Town Clerk	Free  Free Free
Agendas of meetings (as above)	Website Manor House Notice Board	Free Free  10p/sheet

	Hard Copy – Contact Town Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential.	Website Minutes available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free 10p/sheet
Reports presented to Council meetings - nb this will exclude information that is properly regarded as confidential.	Reports available for inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
Responses to consultation papers	Website (Minutes) Responses available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free 10p/sheet
Responses to planning applications	Website (Minutes) Responses available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free 10p/sheet
Rosemead Park Bye-laws	Inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: Standing Orders Committee and Sub-Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Policies relating to the delivery of services Equality and Diversity Policy Internal policies relating to the delivery of services Health and Safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free 10p/sheet
Data Security and BYOD Policy (Information security policy)	Website Hard Copy – Contact Town Clerk	Free 10p/sheet
Records management policies	Website Hard Copy – Contact Town Clerk	Free 10p/sheet
Data protection policies	Website Documents available for inspection at Manor House	Free Free

	Hard Copy – Contact Town Clerk	Free
Schedule of charges (for the publication of information)	Website (this document) Hard Copy – Contact Town Clerk	Free 10p/sheet
<b>Class 6 – Lists and Registers</b> Maintained lists and registers	(hard copy or website; some information may only be available by inspection)	
Assets Register	Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
Register of members' interests	Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
Register of gifts and hospitality	Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only on Allotments, Progress Newsletter, Tourism, Rosemead Open Space, The War Memorial, Notice Boards, Town Clock, Street Furniture, Community Events, Sport and the Arts, The Mayoralty, Street Scene Enhancements, Littlehampton Museum, Street Lighting, Community Grants	Website Documents available for inspection at Manor House	Free Free Free (if copies)

Southfields Community Centre, K2 Community Centre, Manor House as a venue for hire.	Hard Copy – Contact Town Clerk	remain from print run) or 10p/sheet
<b>Additional Information</b> Freedom of Information Publication Scheme Guidance Notes (ICO model publication scheme) Training and Development Policy	Website Documents available for inspection at Manor House	Free Free

**Contact details:**

Laura Chrysostomou, Town Clerk  
 Littlehampton Town Council, Manor House, Church Street, Littlehampton, West Sussex, BN17 5EW  
 Tel: 01903 732063  
 Fax: 01903 731690  
 Email [info@littlehampton-tc.gov.uk](mailto:info@littlehampton-tc.gov.uk)

## Schedule of charges

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Copying 0.6p, Paper & Administration Charge 9.4p per copy (including VAT)
	Photocopying (colour)  Not Available	N/A
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

<b>Statutory Fee</b>	Maximum of £450.00 based on 18 hours @£25.00 per hour	In accordance with the relevant legislation <a href="#">Charging a fee and cost limits   ICO</a>
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## Appendix 1

# Model publication scheme

Model publication scheme Version 1.2 20151023

## **Freedom of Information Act**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of information**

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general

principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.